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DTR-2984

14 January 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report - Operations Support No. 2-69 (No. 82)
2 - 20 December 1968

REFERENCE : Course Report, Operations Support No. 1-69
30 September - 18 October 1968

Class Composition

1. Sixteen students were originally enrolled in Operations Support No. 2-69: four were cancelled by their Divisions during the first day, one resigned three days after the course began, and one was cancelled the end of the second week due to illness (flu). Thus ten students completed the course. All had D designations except one Support designee preparing for an assignment [REDACTED] None of the students had had Admin Procedures.

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2. The entry on duty dates were from August 1960 to September 1968 and averaged 28 months with the Agency; the grades ranged from GS-4 to GS-9 with an average of GS-6.1. The ages ranged from 21 to 38 with 26 as the average. Two members of the class had had prior overseas experience.

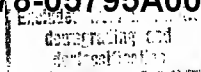
Course Content and Instructor Comments

3. The course was conducted according to the attached schedule (Attachment 1).

4. Techniques of Indexing: [REDACTED] Chief, Analysis Section/RID, was informed in advance of the Stations and Bases to which the students were assigned (q.v. Operations Support Course Report No. 1-69).

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This enabled him to tailor his compendium of do's and dont's for indexing field material to the precise areas of concern and resulted in high student interest. The fact that one student's area of assignment was changed minutes before the lecture began seemed only to heighten student appreciation of our efforts to streamline the material to their needs.

5. Tradecraft/Live Problem: As in the last course, [REDACTED] presented the majority of tradecraft lectures and directed the live problem. The class was divided into four teams for the [REDACTED] personal meeting exercises. Four members of the Covert Training Staff participated in the problem and in the class critique. 25X1A9a 25X1A14a 25X1A14a

6. Field Records Destruction: At the suggestion of [REDACTED] a film entitled, Emergency Destruction, was included in the course for the first time. The film runs approximately twenty-five minutes and shows current developments in destruction devices used in the field. This film is also shown in the Chiefs of Station Seminar, but we feel that everyone at a Station should be aware of the devices and how to handle them under emergency conditions. 25X1A9a

7. Support of Operations - An Operations Officer's View: Following the above rationale, [REDACTED] included in this presentation some comments on the [REDACTED] report since many of our students will be involved in the preparation of such material. 25X1A9a 25X1A2d3

8. Programmed Instruction: The material on Clandestine Personal Meetings was used for the second time - with the heavy cuing removed. The written and verbal comments of the students affirm the value to them of this technique. This method of instruction does seem particularly well suited to the normally heterogeneous Operations Support student body as it ensures a common understanding of basic terms and doctrine which, in turn, enhances their comprehension of the more sophisticated presentations of the instructors dealing exclusively with operational matters. Programming additional material, as appropriate, is a goal for this course.

9. Overseas Assignments - Views of Recent Returnees: To get the desired interaction and discussion, the panel should consist of at least three persons. In view of the hours the panelists must be absent from their offices to allow them to participate in this session, we decided

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not to recruit returnees to talk to our unusually small group. The class also indicated that they were anxious to report back to their parent offices as most of the scheduled holiday celebrations at Langley coincided with the last day of our course.

10. Student Reaction: The students expressed the feeling that they had learned a great deal. Interestingly enough, this opinion was particularly endorsed by the two individuals who had had previous overseas experience. Since none of the students had had Administrative Procedures, the class fully utilized the time allotted to Cables, Dispatches, and Records.

11. Hong Kong Flu: No time was lost due to overseas processing demands but the flu took its toll of both students and staff instructors. The students were most conscientious in making up the necessary work and, fortunately, we were able to make appropriate substitutions for the ailing instructors from among the members of the staff who were still ambulatory.

12. The class graciously acknowledged our mutual survival of the day-to-day health uncertainties with a box of candy (which we ate) and a card (which is attached).


Chief Instructor

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Attachments: 1. Course Schedule (w/orig. only)
2. Course Roster
3. Card

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